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6 June 1956

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COMPTROLLER INSTRUCTION NO. 23

SUBJECT: General - Vital Documents Program

Specific - Responsibilities and Procedures

1. PURPOSE

The purpose of this instruction is to set forth the responsibilities and procedures that are to be followed in the Office of the Comptroller with respect to the selecting, scheduling, and packaging of vital records for transfer to the Vital Documents Repository.

2. DEFINITION

Vital documents as referred to in this instruction are all documents and records as will be essential to the conduct of Agency Comptroller functions operating from the Agency Relocation Center in the event of a national emergency. The principal categories of these records are as follows:

- a. Records vital to the essential Comptroller functions of the Agency for the duration of an emergency.
- b. Records essential to the preservation of legal rights of the Government and of individual citizens.
- c. Records essential to the preservation of legal rights of Government employees.

3. RESPONSIBILITIES

- a. Chiefs of Divisions

It shall be the responsibility of each division chief to:

- (1) Determine the records vital to operations as defined above.
- (2) Obtain concurrence of records series selected as vital from the Records Management Officer prior to making the first deposit of the series.

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- (3) Prepare Vital Materials Deposit Schedules and Transfer Slips.
- (4) Make appropriate arrangements for the transfer of such records to the Vital Documents Repository in accordance with the procedures as outlined below.
- (5) Arrange for the return of obsolete, superseded, or inactive records from the Vital Documents Repository.
- (6) See that records returned from the Repository are destroyed or returned to the originating office as soon as practicable.
- (7) The Division Chief will sign the vital material deposit schedule as "Approving Official".

b. Chiefs of Staff

It shall be the responsibility of each Chief of Staff to:

- (1) Determine the records vital to operations as defined above.
- (2) Obtain concurrence of records series selected as vital from the Records Management Officer prior to forwarding them to the immediate Office of the Comptroller.
- (3) Prepare Vital Material Deposit Schedule.
- (4) The Chief of Staff will sign the vital material deposit schedule as "Approving Official".

c. Records Management Officer

It shall be the responsibility of the Records Management Officer to:

- (1) Administer the Vital Materials Program for the Office of the Comptroller.
- (2) Conduct related liaison activities with the CIA Vital Materials Officer and other major components of the Agency.
- (3) Review Deposit Schedules prepared by the divisions and staffs, and
- (4) Prepare consolidated Vital Materials Deposit Schedule for submission to the CIA Vital Materials Officer.

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4. PROCEDURES

a. Vital Material Deposit Schedules

- (1) Vital Material Deposit Schedules Form No. 829 shall be prepared in original and one copy by the divisions covering vital documents to be transferred to the Vital Documents Repository. (See Exhibit A)
- (2) The original of the schedules shall be forwarded to the Records Management Officer by 15 June 1956 and the copy retained by the staff or division.
- (3) The schedules shall be reviewed at least every six months and amended as may be determined necessary and amended schedules shall be forwarded to the Records Management Officer.

b. Code and Cover Numbers

- (1) Code numbers, as prescribed below, shall be used to identify the office of origin, and shall be indicated in the top right hand corner of the sealed envelopes or packages containing the vital documents.
- (2) Cover numbers shall be assigned to the records series selected as vital and indicated on all sealed envelopes, packages, and Vital Materials Transfer Slips to identify the records. The cover number series to be used by the staff and divisions are prescribed below:

Office of Origin
Immediate Office of the
Comptroller (includes TAS
and FAS)

Budget Division

Fiscal Division

Finance Division

Machine Records Division

National Security Council

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c. Review and Packaging of Records for Transfer to the Repository

- (1) Prior to the packaging of records for transfer to the Vital Documents Repository, a designated employee on the Emergency Plan shall review and initial all documents.

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- (2) The vital documents shall be wrapped or packaged in accordance with Agency security regulations, except that CIA chain envelopes shall not be used. The inner package or envelope shall bear the applicable cover number, deposit number, date released, and the notation "Do Not Open". The outer package or envelope covering shall not bear any marking which would associate it with the Agency. The date released on the inner envelope or package will be the same date as that placed in the bottom right hand corner of the applicable index page and in the space "Date Released" on the transfer slip.

d. Vital Materials Transfer Slips

- (1) Vital Materials Transfer Slips, Form No. 620, shall be prepared in original and four copies (the fourth copy will be a plain tissue copy) to serve as a transmittal of the vital documents to the Repository. (See Exhibit B)
- (2) All copies except the plain tissue copy shall be signed by the Records Management Officer.
- (3) The original (yellow) and a copy (blue) shall be forwarded with the Vital Documents; a copy (pink) shall be forwarded under separate cover to the Records Management Staff; a copy (white) shall be retained by the Records Management Officer, and the plain tissue copy shall be retained for the office of origin files.
- (4) The transfer slips shall be numbered in chronological order, preceded by the office of origin code and the last two digits of the calendar year; e.g., 3802-56-1 and 3802-56-2. A new series of deposit numbers shall be used for each calendar year.

e. Transmittal of Vital Documents to the Repository

- (1) Vital documents shall be deposited on a weekly basis, and Tuesday of each week has been established as the day the records shall be transferred. The first transfer of vital documents shall be effected by the Fiscal and Budget Divisions on 17 July 1956.
- (2) The packages or envelopes shall be addressed to Building A-4 and unless otherwise instructed shall be transmitted through the regular courier pick-up service, or by making arrangements with the regular courier if the volume is too large for normal handling.
- (3) Classified courier receipts, Forms Nos. 35-16, 35-16a, or equivalent shall be prepared in duplicate for all deposits. The applicable office code and deposit number shall be noted in the "type of material" column on the courier's classified receipt.

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f. Index to Vital Documents

In order to have an index on file in the repository at all times, two copies of the index shall be required for rotation and one copy as a working file. As additional documents are deposited, or as obsolete, superseded, or inactive records are returned for destruction, the index shall be amended accordingly. Each index page shall bear the applicable cover number in the bottom left hand corner and the date released in the bottom right hand corner to facilitate the removal of obsolete index pages after the documents have been removed from the repository. Each group of pages removed from the Index should be retained until the next rotation of the index. The same pages should be removed from each copy of the index and then destroyed.

5. SPECIAL INFORMATIONAL GUIDES

- a. All vital documents that are replaced by current records and documents will be returned to the originating office for destruction except IBM cards and microfilm records which will be destroyed at the repository. Appropriate notation to this effect should be included in the "remarks" block of the Vital Materials Transfer Slip.
- b. Fiscal year end financial reports shall be retained for three years, whereas monthly or quarterly interim reports may be returned for destruction when superseded. Separate cover numbers should be assigned to fiscal year end reports.
- c. When records are microfilmed for transfer to the repository, the actual deposit will be handled through the Office of Logistics; however, the division or staff originating the record shall prepare the transfer slips from the data furnished by the reproduction office.
- d. The Fiscal and Finance Divisions shall forward to the Machine Records Division, through the Records Management Officer, the portions of the Vital Materials Deposit Schedules covering the payroll records that are to be transferred to the repository by MRD. The Fiscal and Finance Division code, cover, and deposit numbers shall be used by MRD when depositing these records.
- e. The MRD shall include in their Vital Materials Deposit Schedules only these items that apply to their operations; e.g., internal procedures, individual working plans, machine wiring instructions, work orders, and manual of operating procedures.
- f. Documents and records returned from the repository which are obsolete, superseded, or inactive shall be destroyed as soon as practicable and not left to accumulate in the office of origin.

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- g. Appropriate action shall be taken by each staff and division to assure that the procedures outlined in this instruction are carried out and that all vital documents are transferred to the Vital Documents Repository as scheduled.

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E. R. SAUNDERS
Comptroller

ATTACHMENTS - 2
Exhibit A and
Exhibit B

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